



APPROVED HANDLER TEST CERTIFICATE RENEWAL

This form is to be completed by the test certifier when assessing an applicant for a renewal and upgrade of an Approved Handler Test Certificate. Refer to the **Guidelines** at the end of this form. ERMA New Zealand recommends that you complete this form, attach a copy of the original test certificate, and retain for your records. Do not send the completed form to ERMA New Zealand.

DO NOT use this form if you are upgrading the applicant's original test certificate. Use form ER-AF-HS-14-1 02/09 (Approved Handler Test Certificate Renewal and Upgrade) for upgrades.

PART 1 - INFORMATION FROM THE APPLICANT'S ORIGINAL TEST CERTIFICATE

APPLICANT'S FULL NAME: _____

ORIGINAL TEST CERTIFICATE NUMBER: _____

EXPIRY DATE OF ORIGINAL TEST CERTIFICATE: _____

NAME OF ORIGINAL TEST CERTIFIER: _____

SUBSTANCES / CLASSES LISTED ON ORIGINAL CERTIFICATE (see **Guidelines Note 1**)

LIFECYCLE PHASE(S) LISTED ON ORIGINAL CERTIFICATE (see **Guidelines Note 2**)

- | | | | |
|----------------------|--------------------------|--------------------------------|--------------------------|
| Manufacturing | <input type="checkbox"/> | Disposal | <input type="checkbox"/> |
| Use in Manufacturing | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Use | <input type="checkbox"/> | If Other, please specify _____ | |
| Transport | <input type="checkbox"/> | _____ | |
| Storage | <input type="checkbox"/> | _____ | |

SPECIAL CONDITIONS ON ORIGINAL CERTIFICATE (see **Guidelines Note 3**)

PART 2 - ASSESSMENT FOR APPROVED HANDLER TEST CERTIFICATE RENEWAL

Has the applicant demonstrated knowledge of changes, if any, to:

- 1. The HSNO legislation relevant to approved handlers and to the substance/classes listed on the original certificate?

Yes No

Describe how you assessed the applicant's knowledge of changes:

- 2. Any ERMA-approved Code of Practice in use by the applicant's industry?

Yes No

Describe how you assessed the applicant's knowledge of changes:

- 3. Work practices in the applicant's industry relevant to handling the substances/classes for which the applicant is seeking a renewal

Yes No

Describe how you assessed the applicant's knowledge of changes:

PART 3

ISSUING TEST CERTIFIER NAME
(see Guidelines Note 4)

TEST CERTIFIER NUMBER
(see Guidelines Note 5)

RENEWAL TEST CERTIFICATE NUMBER
(see Guidelines Note 6)

DATE RENEWAL TEST CERTIFICATE ISSUED
(see Guidelines Note 7)

ISSUING TEST CERTIFIER SIGNATURE

DATE

GUIDELINES FOR COMPLETING FORM ER-AF-HS-13-1 02/09

This form should be completed by test certifiers when assessing an applicant's qualifications for renewing an approved handler test certificate. ERMA New Zealand recommends that test certifiers complete and retain this form as part of the test certificate renewal process. Although test certifiers do not need to provide ERMA New Zealand a copy of the completed form, information recorded on the form will be audited by ERMA New Zealand in the future.

Do not use this form if 'upgrading' an applicant's original test certificate. An upgrade involves removing or altering one or more special conditions on their certificate and/or adding substances/classes, or lifecycle. Use form ER-AF-HS-14-1 02/09 when upgrading a certificate.

Part 1

Part 1 requires information from the applicant's original test certificate. If you have a copy of this, attach it instead of filling out Part 1. If you do complete Part 1, the following notes provide guidance.

Note 1: List the substances/classes exactly as they appear on the original test certificate.

Note 2: Tick the lifecycle phases shown on the original certificate. If lifecycle phases other than those indicated by boxes appear on the original certificate, tick the 'Other' box and list them in the space provided.

Note 3: List the Special Conditions exactly as they appear on the original test certificate. There is no need to list the two Conditions that are common to all approved handler test certificates, namely, "This certificate must be produced at the request of an enforcement officer appointed under the HSNO Act 1996", and, "Unless surrendered or revoked beforehand, this certificate shall remain in force until the (expiry date) and may be renewed thereafter by an authorised test certifier".

Part 2

This part is to be completed when assessing whether or not the applicant meets the qualifications for an approved handler test certificate renewal. You must describe **how you assessed** the applicant's knowledge of changes to the HSNO legislation, to any ERMA-approved codes of practice, and to work practices. This section must be comprehensive and will be audited by ERMA New Zealand in the future.

Part 3

Part 3 relates to the Approved Handler Test Certificate renewal.

Note 4: Provide **your** name.

Note 5: Provide **your** test certifier number.

Note 6: Provide the renewal test certificate number. Do not **re-assign the number on the original test certificate**. The renewal certificate must have a new, unique number.

Note 7: Provide the date of issue for the renewal test certificate. This should be the day after the date on which the original certificate expires, not the date the renewal certificate is issued.

Remember to sign and date the form.